2.2 FORM Specifications Screen

Introduction

The FORM Specifications screen displays information contained in the FORM data set (SURVLIB.FORM). There is an entry in this data set for EACH form in a specified survey. Because surveys may have more than one form which is mailed out to respondents, it is important to store certain information relative to each separate form. This screen allows you to:

> ➤ Add and delete form numbers.
>
> ➤ Specify the form ID number (for use in the bar code)
>
> ➤ Indicate whether the form is "mandatory" or "voluntary".
>
> ➤ Specify the survey type (e.g., Card type 1, Card type 2) for use in imprinting.
>
> ➤ Specify the analyst contact (for use in imprinting).
>
> ➤ Specify a telephone number for the analyst contact (for use in imprinting).

Accessing the Screen(s)

● Click on the SURVEY SPECIFICATIONS button from the StEPS Main Menu.

● Click on the COLLECTION button from the Survey Specifications Menu.

● Select the "Form Specifications" option to display the following:

Figure 2.2   Form Specification Screen

Screen Features

Survey

- Survey currently being processed.
- Field not correctable.
- To change the survey, you must access the Survey Selection screen from USER SETUP (See Chapter 1.1).

Form

- Displays the form number associated with the information currently displayed on the screen.

- To UPDATE FORM INFORMATION:

  1. Enter the ID of the form you wish to update or click on the ➤ to display the list of forms for this survey. Click on the one you want to display its information.

2. Enter updates on the FORMS specification screen.
3. Click on the EDIT p-menu and select Apply Corrections or just press F2.

- To <u>ADD</u> a form:

    1. Click on the EDIT p-menu.
    2. Select the "Add form" option.
    3. You will be prompted to enter a unique form number. The form number may be a maximum of 10 alphanumeric characters. Enter a form number and click "OK".
    4. You will be returned to the FORMS Specification screen. Enter any additional FORM information. Notice that the default "Form type" has been set to 'M' (mandatory).

- To <u>DELETE</u> a form:

    1. Select a form from the "Forms" field.
    2. Click on the EDIT p-menu.
    3. Select the "Delete form" option.
    4. A confirmation window will display. Select "Yes" to delete the form or "No" to cancel the delete action. If you select "Yes", a message will display indicating that the form has been deleted.

- To CANCEL any changes and return to the Survey Specification Screen

    1. Click on the EDIT p-menu.
    2. Select the "Cancel" option.

1. Only users with MGMTPRIV = 'P' may update, add or delete forms.

Form ID

2. Number used in the sort field on the bar code to represent the form. A Form Id must be entered ONLY if it is needed in the bar code. The "Form ID" will be used on the bar code if the variable BARSRT (in the CENTRAL. SURVEYS file) is equal to 'F' for this survey.

3. Only users with MGMTPRIV = 'P' may edit this field.

Form Type

- Indicates whether the form is voluntary or mandatory.

    V   Voluntary

M   Mandatory

- Only users with MGMTPRIV = 'P' can edit this field.

Survey Type

- This field is used in some surveys for imprinting purposes (e.g., Card type 1, Card type 2).
- Only users with MGMTPRIV = 'P' can edit this field.

Analyst Contact Name

- The name of the analyst at Census who is the contact for the form being mailed. This field is often imprinted on the form so that respondents will know who to contact if they have questions.
- Only users with MGMTPRIV = 'P' can edit this field.

Phone Number/Extension

- The phone number of the analyst specified in the "Analyst contact" field. This field will be imprinted on the form so that respondents can call the analyst listed.
- Only users with MGMTPRIV = 'P' can edit this field.

USRNME (User Name)

The name of the user who last corrected (interactively) any variable for this record.

PRGNME (Program Name)

The name of the routine or program that last updated this record.

PRGDTM (Program Date and Time Stamp)

The date that a routine or program last updated this record.

P-Menu

P-Menu	Options	Function
EDIT	Apply corrections (F2) Add form Delete form (F6) Cancel	Apply corrections to database Add a form number for a specified survey Delete a form number for a specified survey Cancels all changes and returns you to the Survey Specifications screen
UTILITIES	Stat Period Form/Survey Form Comparison	Compares the "FORM" information in the base stat period C1 file to the variable "FORM" in SURVLIB.FORM[1]
HELP	Form Specification Help (F1) WhoamI (F7)	Display HELP information on using the Form Specification screen. Display user default and systems information.
EXIT	StEPS Main Menu (Home) Exit (F3)	Return to StEPS Main Menu. Exit to previous screen.

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[1] The variable "FORM" appears on both the Stat Period Control file and the Forms file. If a particular form is specified in the Stat Period Control file, it is important that the form also be defined in the Forms Specification file. To allow you to do a quick comparison, we have provided a listing which displays existing values for the variable "FORM" in each of these 2 files (DATA00.C1yyyypp and SURVLIB.FORM).